



SENIOR LIBRARIAN  
CORRECTIONAL FACILITY (CF)  
Final Filing Date: CONTINUOUS

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the California Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **January through June and July through December.** Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application ( STD 678) and Supplemental Application

**By mail with:** **or** **In person with:**  
**Department of Corrections and Rehabilitation** **Department of Corrections and Rehabilitation**  
**Office of Workforce Planning and Selection** **Office of Workforce Planning and Selection**  
**P.O. Box 942883** **1515 "S" Street, Room 100-S**  
**Sacramento, CA 94283-0001** **Sacramento, CA 95811-7243**  
**(916) 322-2545** **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.

Examination Applications (Standard Form 678) are available at the CDCR website, [www.cdcr.ca.gov/Career\\_Opportunities](http://www.cdcr.ca.gov/Career_Opportunities), the California Department of Human Resources (CalHR) website, <http://jobs.ca.gov>, or in person at the address listed above.

Supplemental Applications are available at the Department of Corrections and Rehabilitation's website, [www.cdcr.ca.gov/Career\\_Opportunities](http://www.cdcr.ca.gov/Career_Opportunities), by clicking on the [SA](#) link, or in person at the address listed above.

**NOTE:** Only Examination Applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: March 5, 2013  
  
\$4,312 - \$5,776

MINIMUM QUALIFICATIONS **Education:** Equivalent to graduation from college and completion of one additional year of graduate study in a library school accredited by the American Library Association. Registration as a graduate student in a library school accredited by the American Library Association will admit applicants to the examination, but they must submit evidence of completion before they can be considered eligible for appointment.

**And**

**Either I**

**Experience:** Two years of California state service performing the duties of a Librarian (Correctional Facility) or Librarian.

**Or II**

Three years of increasingly responsible and varied professional library experience, including cataloging, reference work, and the selection of library materials.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Special Requirements:** Persons appointed to positions in this class must exhibit maturity, good judgment, tact, pleasing personality, and neat personal appearance; sympathetic understanding of and willingness to work with the resident population of a State correctional facility.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates/youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of inmates/youthful offenders and/or the protection of personal and real property.

MINIMUM QUALIFICATIONS CONTINUED	<p><b>OUT-OF-CLASS EXPERIENCE:</b> A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.</p> <p><b>Juvenile Justice Facilities Conditions of Pre-Employment:</b> Pursuant to the Montoya School Safety Act of 1997, all persons offered employment with the California Department of Corrections and Rehabilitation, Division of Juvenile Justice shall undergo a thorough background investigation prior to appointment. Pursuant to Education Code Section 45122 and Penal Code Sections 677 and 1192, <b>"No person who has been convicted of a violent or serious felony shall be employed by a school district."</b></p>
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EXAMINATION PLAN	<p><b>INTERVIEWS WILL NOT BE HELD.</b> This examination will consist of a Supplemental Application weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application.</p> <p>The Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and potential to effectively perform the duties relative to the classification. <b>RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.</b></p> <p><b>CANDIDATES WHO DO NOT RETURN THE COMPLETED SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THIS EXAMINATION.</b></p> <p style="text-align: center;"><b>Supplemental Application -- Weighted 100.00%</b></p> <p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Principles, trends, and practices of professional library work.</li><li>2. Modern library methods, technique, and terminology.</li><li>3. Standard reference materials, library tools, guides, and indexes.</li><li>4. Library purposes, trends, and organization.</li><li>5. Complex bibliographical terminology.</li><li>6. Subject fields and California government, geography, and libraries.</li><li>7. Principles and practices of supervision.</li><li>8. The Department's Equal Employment Opportunity Program objectives.</li><li>9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Apply professional knowledge to the practical problems of the job.</li><li>2. Establish and maintain cooperative relationships with library users, co-workers, supervisors and others contacted during the course of work.</li><li>3. Analyze situations accurately and take effective action.</li><li>4. Communicate effectively.</li><li>5. Plan, organize, direct, and evaluate the work of professional and clerical personnel.</li><li>6. Assume leadership and apply creativity in the formulation of needed changes in method and procedures.</li><li>7. Effectively contribute to the Department's equal employment opportunity objectives.</li></ol>
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged onto the list(s) in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>A <b>Senior Librarian, Correctional Facility, (CF)</b> is the working supervisor level for this series. Individuals in this class may either (1) supervise a staff of professional, technical or clerical personnel; (2) be responsible for a larger correctional facility library; or (3) be responsible for highly complex, technical, and specialized work; maintain order and supervise the conduct of persons committed to CDCR; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search inmates/youthful offenders for contraband, such as weapons or illegal drugs and performs other related work.</p> <p>Positions exist throughout the state with CDCR.</p>
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SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.</p>
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VETERANS POINTS/ CAREER CREDITS	<p>Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.</p>
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**GENERAL INFORMATION**

**Applications are available at** the CDCR website, [www.cdcr.ca.gov/Career Opportunities](http://www.cdcr.ca.gov/Career_Opportunities), the California Department of Human Resources (CalHR) website, <http://jobs.ca.gov>, or in person between the hours of 8:00 am and 5:00 pm at 1515 “S” Street, Room 100-S, Sacramento, CA 95811.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): Dial 7-1-1  
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS